IN REPLY
REFER TO   AQOJ

JUN 20 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: DCMC Memorandum No. 96-13, Control of Official Correspondence (POLICY)

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. (DCMC-D Letter No. 92-1, dated July 1, 1992, subject: Numbered Policy Letters, is hereby rescinded.) Target Audience: All DCMC Employees.

This policy memorandum addresses the control of official correspondence which is disseminated from the Headquarters to the field. It prescribes the control and dissemination process for policy and information memoranda. It does not address other types of correspondence or communications.

Descriptions

a. Policy is Command direction that must be accomplished to meet internal DCMC, Executive and Legislative requirements. Policy memoranda are used to issue policy until the DCMC One Book or other regulatory document is updated. Policy memoranda will be signed by the DCMC Commander.

b. Information memoranda are provided to support implementation of policy. Information memoranda may contain guidance that should be known and may be used, and can be in the form of a best practice, lesson learned, or other relevant advice format. Information memoranda may be later incorporated in a DCMC guidebook/handbook, a lessons learned/best practice database, training materials, or other vehicle.

Control/Format

a. Policy and information memoranda will be controlled through one DCMC Headquarters numbering system reflected in the subject line and numbered consecutively by fiscal year. Formats are provided for each.

1) Policy memoranda will contain the following in the subject line: SUBJECT: DCMC Memorandum No: 96-1,96-2, etc. "Title (POLICY)." The following statement will be included

two lines below the subject, "This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: e.g., All DCMC Employees. "

2) Information memoranda will contain the following in the subject line: SUBJECT: DCMC Memorandum No: 96-1, 96-2, etc. "Title (INFORMATION)." The following statement will be included two lines below the subject: "This is an INFORMATION Memoranda. It expires upon incorporation in "XYZ" Guidebook/Handbook, a lessons learned/best practices database, training materials, or other vehicle. Target Audience: e.g., Program Integrators."

b. Each memorandum shall also include the name, phone number, and Internet address of the Headquarters responsible point of contact.

Dissemination and Target Audience Responsibility

a. All DCMC policy and information memoranda, as well as other communications such as DLAD 5000.4, will be disseminated via the DCMC Home Page on the World-Wide Web (WWW). For additional information on the DCMC Home Page, please refer to DCMC Memorandum 96-12, dated June 11, 1996, subject: Guidance for the Defense Contract Management Command (DCMC) Utilization of the Internet and World-Wide Web.

b. To ensure that policy and information memoranda are clear, Headquarters responsible points of contact issuing memoranda will call 5 offices in each District, 2 weeks after memoranda issuance, to determine if field activities understand the guidance, why it was issued, and how to carry it out.

c. Target audiences are responsible for knowing and doing what is released in numbered memoranda.

Further information on the DCMC policy development, control and dissemination process will be included in a future DLAD 5000.4 chapter. For information on WWW, please contact Mr. Vic Szabo, AQAC on commercial 703-767-2373 or DSN 427-2373, Internet address: vic_szabo@hq.dla.mil. For information on this memorandum, please contact Ms. Carol Collins, AQOJ, on commercial 703-767-2352 or DSN 427-2352, Internet address: carol_collins@hq.dla.roil.

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Major General, USAF
Commander